



United States Department of the Interior
National Business Center
Aviation Management
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991



In reply refer to: 104/113A-2

March 30, 2010

Memorandum

To: Aviation Board of Directors (ABOD)
From: Mark L. Bathrick, Associate Director, NBC, Aviation Management
Subject: Extension of CY06 Operational Procedures Memoranda

During calendar year 2006 (CY06), the National Business Center Aviation Management (NBC-AM) in partnership with the Aviation Board of Directors (ABOD), conducted an exhaustive review and updating of the aviation Departmental Manuals (350 – 354 DM series). As a result of this review, we were able to eliminate seventeen (17) CY06 Operational Procedures Memoranda (OPM's) through their incorporation into the new Departmental Manuals (DM's).

Based on recent guidance, the DM's are currently routing through the surname process. However, their release continues to be delayed. To ensure that Department aviation managers and field personnel continue to have clear aviation policy and operational procedures guidance, another extension of the existing CY06 OPM's is necessary. Since the previous aviation DM's remain in effect, the current CY06 OPM's, which were written to supplement these DM's are hereby **extended until June 30, 2010 with the exception of the following publications issued this fiscal year.**

- OPM 09-04 Aviation User Training Program (replaces OPM 06-04)
- OPM 09-06 Services Provided & Use Rates (replaces OPM 06-06)
- OPM 09-08 Planning, Budgeting and Acquisition of Aircraft Assets (replaces OPM 06-08)
- OPM 09-11 Unmanned Aircraft Systems (UAS) (new)

As the designated aviation executives for each of your bureaus, **please disseminate this important information to all your bureau aviation operations personnel.** To assist you in this effort, NBC-AM will also be posting a copy of this extension authorization on our website: <http://amd.nbc.gov/>.

When the new DM's are approved, NBC-AM will provide appropriate notification. At that time, the new CY10 OPM's will be issued with an effective date coinciding with the issuance of the new DM's.

Please contact the NBC-AM Senior Advisor, Stew Walker, at 707-458-7474 or by email at stewart_walker@nbc.gov if you have further questions.

Mark L. Bathrick

cc: Director, NBC
ABOD Working Team